Financial Reporting Using DELPHI Web Reports

Student Guide

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Financial Reporting Using DELPHI Web Reports

Section Objectives

At the end of this section, you should be able to:

- Access Web Reports

- Utilize the advanced reporting options

- Utilize Web Reports Library

- Use Adobe Acrobat with Internet Explorer

DELPHI Web Reports

DELPHI Web Reports are reports that have been developed to aid our customers with their many business processes. These reports were developed to accommodate areas where Oracle Federal Financials seeded reports may not fulfill the customer's needs.

DELPHI Web Reports utilize the same level of user security that all Oracle Federal Financial Applications require. These reports can be limited based upon parameters within the reports fields.

Accessing DELPHI Web Reports

Access the logon for DELPHI Web Reports at the *DELPHI Home page [http://sdelphi.jccbi.gov/]* in Microsoft Internet Explorer or Netscape and selecting (I) DELPHI Web Reports

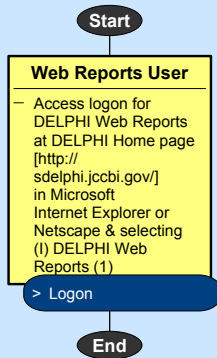| |
|---|
| Microsoft Internet Explorer or Netscape

N → Microsoft Internet Explorer or Netscape → DELPHI Home

I → DELPHI Web Reports

Logon |

Financial Reporting Using DELPHI Web Reports

Start

Web Reports User

— Access logon for DELPHI Web Reports at DELPHI Home page [http://sdelphi.jccbi.gov/] in Microsoft Internet Explorer or Netscape & selecting (I) DELPHI Web Reports (1)

> Logon

End

1. Enter the required information and select (B) Logon.

LOGON		
Field Name	Comments	Required?
User Name	Enter your user name	Yes
Password	Enter your password	Yes
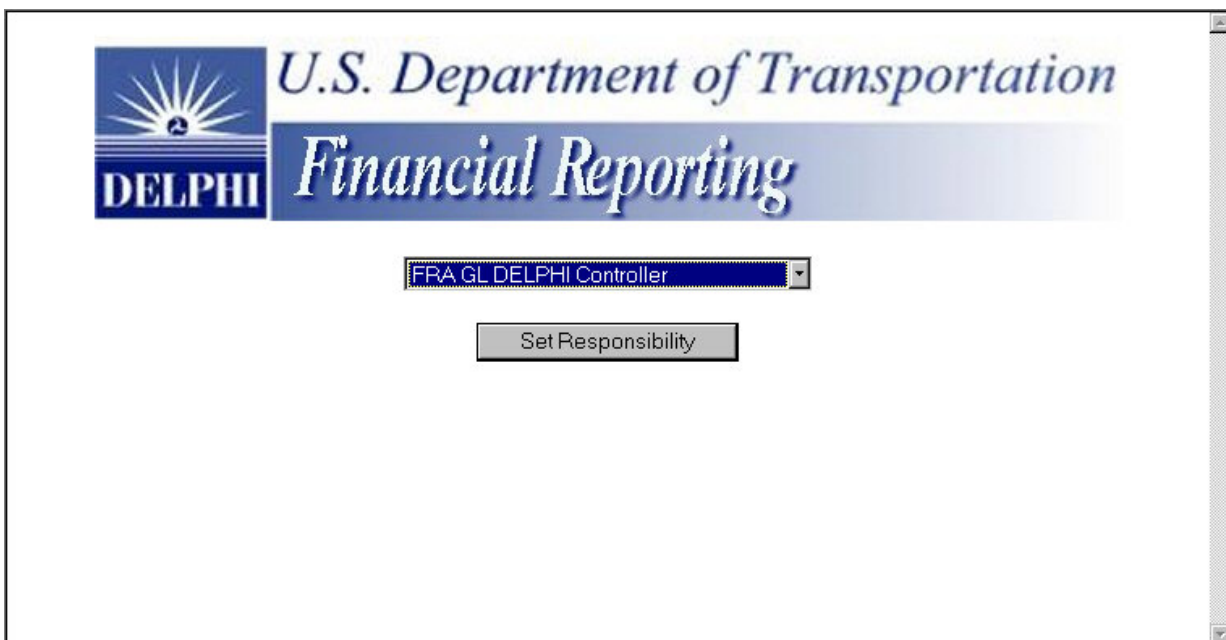
2. Select the down arrow and select your responsibility from the list of values that appears.

    Your responsibility is determined by the System Administrator pairing your username with the applications to which you have security clearance.

3. Select (B) Set Responsibility.

4. Select the report you wish to query.

Refer to *DELPHI Web Reports Library [REF7109Z]* for more information on individual DELPHI Web Reports.

5. Enter the parameter values required for the report you have selected.

    Refer to *Advanced Reporting Options for Web Reports [REF7110Z]*

6. Select the Output Type for your inquiry.

7. Select (B) Submit Query to view the result of your inquiry.

8. Select the highlighted and underlined values on the report to drill down and obtain additional information.

    Additional Information:
    –   If it is necessary to reset inquiry values, select the Back Arrow on the Microsoft Internet Explorer toolbar to return to the Submit Query screen. Then select the (B) Reset to reset the inquiry values.
    –   Select the Financial Reporting banner to return to the Reports List screen.
    –   If it is necessary to change responsibility select the Switch Responsibility link to return to the Set Responsibility screen.
    –   If it is necessary to login again using a different username, select the Login Again link to return to the Logon screen.

Lab 1: Accessing and Locating Web Reports

You need a summary report that provides you with an updated status of all General Ledger transactions for the periods of JAN-02_FY-02 thru MAR-02_FY-02.

Sign on to the DELPHI Web Reports Application using your initial sign on provided to you by your instructor. Use the GL Accounting Technician responsibility.

Your fund begins with 272, the budget year is 2002, and your object class begins with 21.

Lab 1 Solutions: Accessing and Locating Web Reports

1. Navigate to the Web Reports using the sign on provided by your instructor.

    N → Web Reports → Enter User Name and Password

2. Select GL Accounting Technician from the Responsibilities listing and then select (B) Set Responsibilities.

3. Select GL00058-Document_Fund_Status from the list of reports under the General Ledger Reports.

Lab 1 Solutions: Accessing and Locating Web Reports

General Ledger Reports
- GL00058_Document Fund Status
- Current Fund Status
- Current Fund Status Excluding Adjustment Periods
- Period GL Balances By Fund
- Detail1 Trial Balance Report
- Fund status by Fund/Budget Year Report
- Fund Status by Fund, BY and BPAC Report
- Fund status by Fund,BY, BPAC, and Org
- Fund status by Fund, BY, BPAC, Org and Object Class
- Fund Status by Fund, BY and Object Class
- Fund Status by Fund and SubObject Class

Working Capital Fund
- Agency Billing Statement by Month
- Agency Billing Statement for Fiscal Year

- Switch Responsibility
- Login Again
- Delphi Web Reports Help
- Reports Helpful Hints
- Delphi Integrity Reports

4. Enter Report parameters of:

PARAMETER	VALUE
Fund	272%
Budget Year	2002
Object Class	21%
Accounting Period Start	JAN-02_FY-02
Accounting Period End	MAR-02_FY-02
Document Status	ALL
Add Details	No
Output Type	Adobe Acrobat

Lab 1 Solutions: Accessing and Locating Web Reports

U.S. Department of Transportation
DELPHI Financial Reporting

Enter Document Listing Parameters

Parameter	Values	Parameter	Values
Fund	272%	Accounting Period Start	JAN-02_FY-02
Budget Year	2002	Accounting Period End	MAR-02_FY-02
BPAC		Document Status	All
Organization		Add Details	NO
Object Class	21%	Output Type	Adobe Acrobat

Advanced Parameter Options

Submit Query   Reset

5.   Select (B) Submit Query.

Document Fund Status   Run Date: 2002/05/10 17:23
                                                              GL00058

Fund : 2720152000 - AMTRAK REFORM COUNCIL, FRA, DIRECT, FY 00-02
Budget Year : 2002 - BY 2002
BPAC : 5501000000 - ARC
Organization : 9013000000 - PASS/PROGRAMS DIVISION

Requisitions

Purchase Orders

PO Number	Vendor Name	UDO	AEU	Expended	Total Oblig.
110235300	TILL, THOMAS A.	-$760.00			-$760.00
Total:		-$760.00			-$760.00
PO Number	Vendor Name	UDO	AEU	Expended	Total Oblig.
110235301	COSTON, JAMES	-$115.85			-$115.85
Total:		-$115.85			-$115.85
PO Number	Vendor Name	UDO	AEU	Expended	Total Oblig.
110235302	CARMICHAEL, GIL	$0.00			$0.00
Total:		$0.00			$0.00
PO Number	Vendor Name	UDO	AEU	Expended	Total Oblig.
110235303	CONNERY, NANCY RUTLEDGE	-$215.00			-$215.00
Total:		-$215.00			-$215.00
PO Number	Vendor Name	UDO	AEU	Expended	Total Oblig.
110235304	CARMICHAEL, GIL	$0.00			$0.00

DELPHI Web Reports

Using DELPHI Web Reports can be made easier with the use of helpful hints and advanced reporting options. These features provide quicker response times and narrow your search results.

Lab 2: Using Advanced Reporting Options and Helpful Hints for Web Reporting

You need a detailed report that provides you with an updated status of all Accounts Payable transactions for the period of JAN-02_FY-02. You will need the ability to drilldown to the lowest transaction level to find accounting flexfield information for a particular transaction.

Sign on to the DELPHI Web Reports Application using your initial sign on provided to you by your instructor. Use the AP Accounting Technician responsibility. Your fund begins with 27 and the budget year is 2002.

What is the full accounting flexfield structure used for your payment?

_____

Lab 2 Solutions: Using Advanced Reporting Options and Helpful Hints for Web Reporting
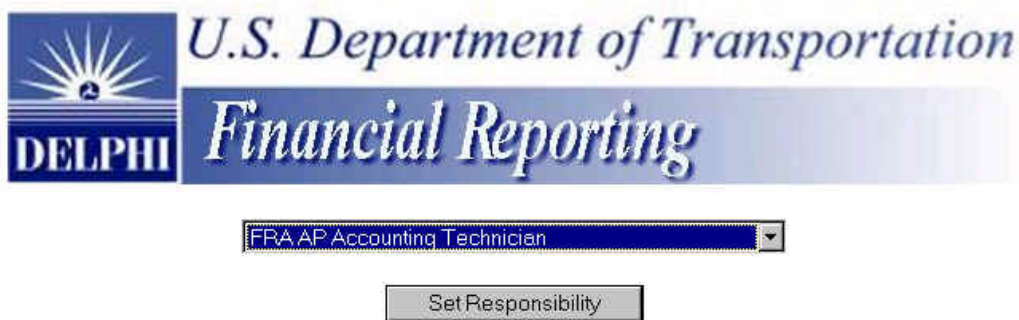
1. Navigate to the Web Reports using the sign on provided by your instructor.

    N → Web Reports → Enter User Name and Password.

2. Select AP Accounting Technician from the Responsibilities listing and then select (B) Set Responsibilities.

Lab 2 Solutions: Using Advanced Reporting Options and Helpful Hints for Web Reporting

3. Select Accounts Payable information from the list of reports under the Accounts Payable Reports.

4. Enter Report Parameters of:

PARAMETER	VALUE
Fund	27%
Budget Year	2002
Accounting Period	JAN-02_FY-02
Output Type	HTML

Lab 2 Solutions: Using Advanced Reporting Options and Helpful Hints for Web Reporting

U.S. Department of Transportation
DELPHI Financial Reporting

FEDERAL RAILROAD ADMIN
Accounts Payable Information

		Invoice Payments as of:		MAY-10-2002 17:07:10	
Fund	**Budget Year**	**BPAC**	**Organization**	**Object Class**	**Period**
27%	2002				JAN-02_FY-02

Invoice #	Invoice Date	Type	Supplier	Invoice Amt	Payment Amt	Description		
082461392-INT1	01/30/2002	INTEREST	XEROX CORPORATION (DOCUMENT CO)	$2.58	$2.58	Interest 40 Day	Dist	Payments
086664649	01/21/2002	STANDARD	XEROX CORPORATION (DOCUMENT CO)	$238.00	$238.00	833021470JAN02	Dist	Payments
086664656	01/21/2002	STANDARD	XEROX CORPORATION (DOCUMENT CO)	$433.85	$433.85	DTFR5302F00039F	Dist	Payments
102059	01/15/2002	STANDARD	BLACK BOX NETWORK SERVICES	$378.00	$378.00	JAN02 MV	Dist	Payments
10658627-INT1	01/09/2002	INTEREST	ENSCO INC.	$16.28	$16.28	Interest 16 Day	Dist	Payments
110021	01/25/2002	STANDARD	IN HAEB VERBA MORRISTOWN NJ	$1,612.00	$1,612.00	JAN02	Dist	Payments
110234006	01/04/2002	STANDARD	FISCHER, CARL J.	$1,313.68	$1,313.68	TRAINING	Dist	Payments
110234010	01/04/2002	STANDARD	PAOLELLA, JOHN N.	$356.70	$356.70	TRAINING	Dist	Payments
1109011	11/28/2001	STANDARD	IN HAEB VERBA MORRISTOWN NJ	$454.00	$454.00	AMTRAK REFORM C	Dist	Payments

5. Select (B) Submit Query.

Lab 2 Solutions: Using Advanced Reporting Options and Helpful Hints for Web Reporting

FEDERAL RAILROAD ADMIN
Accounts Payable Information

			Invoice Payments as of:	MAY-10-2002 17:07:10	
Fund	**Budget Year**	**BPAC**	**Organization**	**Object Class**	**Period**
27%	2002				JAN-02_FY-02

Invoice #	Invoice Date	Type	Supplier	Invoice Amt	Payment Amt	Description		
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110234006	01/04/2002	STANDARD	FISCHER, CARL J.	$1,313.68	$1,313.68	TRAINING	Dist	Payments
110234010	01/04/2002	STANDARD	PAOLELLA, JOHN N.	$356.70	$356.70	TRAINING	Dist	Payments
1109011	11/28/2001	STANDARD	IN HAEB VERBA MORRISTOWN NJ	$454.00	$454.00	AMTRAK REFORM C	Dist	Payments

Lab 2 Solutions: Using Advanced Reporting Options and Helpful Hints for Web Reporting

6. Select a Standard Invoice from the results and then select on **Payments**

7. Select the (B) Back from the Browser Toolbar to return to the previous screen.

Lab 2 Solutions: Using Advanced Reporting Options and Helpful Hints for Web Reporting

8. Select a Standard Invoice from the results and click on the **Dist** for further details.

9. Select **PO Lines** from the results. This will provide you with further information of which distribution line on the purchase order was matched to this invoice.

10. Select **PO Dist** from the results. This will provide you with further information of the Accounting flexfield structure associated with the distribution line on the purchase order that was matched to this invoice.

Lab 2 Solutions: Using Advanced Reporting Options and Helpful Hints for Web Reporting

U.S. Department of Transportation
DELPHI *Financial Reporting*

FEDERAL RAILROAD ADMIN
Purchase Order Distribution Report
As of: MAY-10-2002 05:18:04 PM

Fund	Budget Year	BPAC	Organization	Object Class
27%	2002			

PO #	Period	Line #	Description	Ship to Location	Amount	Charge Account
DTFR5302F00027	DEC-01_FY-02	1	210237097	FRA NATL ACCTG OFF	$8,350.00	2720700000.2002.7202021000.50D0000000.25713
				Total:	$8,350.00	

For more information on DELPHI Web Reports, see the following reference documents:

- DELPHI Web Reports Library - REF7109Z

- Advanced Reporting Options for Web Reports - REF7110Z

- Using Adobe Acrobat with Internet Explorer - REF7114Z

- Web Reports Helpful Hints - REF7115Z

DELPHI Web Reports Library

Distribution

Web Reports User

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Fund Status Reports and General Ledger Reports

Refer to *Fund Status Summary [REF5000Z]*

Refer to *Document Fund Status [REF5002Z]*

Refer to *General Ledger Proprietary Balance Report [REF5006Z]*

Refer to *General Ledger Summary by SGL Source and Category [REF5024Z]*

Refer to *IPAC Suspense Uncleared Entries Report [REF5026Z]*

Refer to *Open PO vs GL Accounts 4801 [REF5028Z]*

Refer to *Fund Status by Fund and Fund Status By Fund and Budget Year Report [REF5039Z]*

Refer to *Fund Status by Fund and BPAC Report [REF5040Z]*

Refer to *Fund Status by Fund, Budget Year, BPAC, and Organization Report [REF5041Z]*

Refer to *Fund Status by Fund, Budget Year, BPAC, Organization, and Object Class Report [REF5042Z]*

Refer to *Fund Status by Fund and Object Class Report [REF5043Z]*

Refer to *Fund Status by Fund and SubObject Class Report [REF5044Z]*

Refer to *Current Fund Status Excludng Adjustment Periods [REF5045]*

Refer to *OA0006 DELPHI Management Report [REF5048Z]*

Refer to *GL00043 AP to GL Reconciliation [REF5049Z]*

Refer to *Trial Balance By Fund Group, By Fund, and By Attribute [REF5050Z]*

Refer to *GL00106 YE GL Balances by Fund [REF5051Z]*

Refer to *Pre Closing Entries Exception Report [REF5052Z]*

Refer to *Detail1 Trial Balance Report [REF5053Z]*

Refer to *Document Level Fund Status at Object Class Report with PYR Calculations REF5054Z]*

Refer to *GL00083 BC Packets Information Report [REF5055Z]*

Refer to *Fund Status Excluding Adjustment Periods By Fund, Budget Year and Object Class [REF5056Z]*

Refer to *Fund Status Excluding Adjustment Periods By Fund, Budget Year and BPAC [REF5057Z]*

Refer to *Fund Status Excluding Adjustment Periods by Fund, Budget Year and Organization [REF5058Z]*

Refer to *GL Interface Summary and Detail Report [REF5063Z]*

Refer to *Unapproved Web Expenses by Fund Administrator Responsibility [REF5065Z]*

Accounts Payable Reports

Refer to *Payables Information Report [REF5001Z]*

Refer to *General Working Agreements Prepayments Report [REF5010Z]*

Refer to *Payables Interfaces Not Processed Report [REF5011Z]*

Refer to *Payments With No Transaction Code [REF5012Z]*

Refer to *Invoice Aging Report [REF5014Z]*

Refer to *Approved Unpaid Invoice Report [REF5015Z]*

Refer to *Accounts Payable Expense Distribution Detail Report [REF5017Z]*

Refer to *Invoices On Hold Report [REF5018Z]*

Refer to *Unapproved Cancelled Unaccounted Invoice Register Report [REF5020Z]*

Refer to *Vendor Lookup [REF5022Z]*

Refer to *Invoices with No Transaction Code [REF5023Z]*

Refer to *MarkView Invoices Available Report [REF5031Z]*

Refer to *Prepayment Application Report [REF5032Z]*

Refer to *Unapproved Credit Card Invoice Aging Report [REF5033Z]*

Refer to *Accounting Entries with Status of Error Report [REF5037Z]*

Refer to *MarkView Invoices on Hold Report [REF5046Z]*

Refer to *AP Expense Feed Lines Report Parameters [REF5060Z]*

Refer to *Receipts with No TC [REF5064Z]*

Project Accounting Reports

Refer to *Project Accounting Import Errors Needing Correction Report [REF5003Z]*

Refer to *Revenue Lines Not Pushed to General Ledger Report [REF5019Z]*

Refer to *Airport Totals Report [REF5034Z]*

Refer to *PA Transaction Interface Summary and Detail Report [REF5061Z]*

Integrity Reports

Refer to *SF133 Fund Values Not Defined As Category Children Report [REF5005Z]*

Refer to *General Ledger Proprietary Balance Report [REF5006Z]*

Refer to *Interfaces Not Imported Report [REF5007Z]*

Refer to *SF133 Funds Not Defined in Fed Admin Report [REF5008Z]*

Refer to *Import Errors Needing Correction Report [REF5009Z]*

Refer to *SF133 Wrong Fund Values Defined as TS Children Report [REF5013Z]*

Refer to *Unposted Error Journals Report [REF5016Z]*

Refer to *General Ledger Summary by SGL Source and Category [REF5024Z]*

Refer to *Open and Close Status Report [REF5025Z]*

Refer to *Open and Future Enterable Periods Report [REF5029Z]*

Refer to *SF224 Exception Report [REF5030Z]*

Refer to *Suspense Uncleared Entries Report [REF5035Z]*

Refer to *Statements of Receipts [REF5059Z]*

Accounts Receivable Reports

Refer to *Incomplete Invoice Report [REF5004Z]*

Refer to *Billing YTD Summary by Service Activity by Customer [REF5021Z]*

Refer to *Vendor Lookup [REF5022Z]*

Refer to *AR Collection Report [REF5027Z]*

Refer to *AR Payments Interface Report [REF5062Z]*

Status Reports

Refer to *Report Status Online Report [REF5036Z]*

Fixed Assets Reports

Refer to *Fixed Asset Book Information Web Report [REF5038Z]*

Advanced Reporting Options for Web Reports

Scope

This document describes the various query options available for web reporting.

Distribution

Web Reports User

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

General Advanced Reporting Options

There are five advanced reporting options that may be used in Web Reporting.

- Multiple option (,)

- Wildcard option (%)

- Wildcard placeholder option (.)

- Range option (:)

- Drilldown Capabilities

Advanced reporting options may be used for numeric or alpha searches. Searches are not case sensitive.

Advanced reporting options may be used in combination with any other advanced reporting option. For more information on and examples of combining advanced options see the section Combining Advanced Options.

Multiple Option (,)

The multiple option allows the user to report on more than one value in the same report. To use the multiple option, enter the first value followed by a comma and then the next value.

Multiple values are separated by commas. The user is not limited to two values. Values may be entered in any order.

The multiple option may used in combination with the wildcard and the range options. For more information on combining options see Combining Advance Options section.

Fund	
2790123000,2700700000,2700123000	Report will contain information for the three fund values only. Note that the values may be entered in any order.
Leave field blank	Report will contain information for all fund values.
Budget Year	

2000,1997,1999	Report will contain information for the three budget years. Note that the values may be entered in any order.
Leave field blank	Report will contain information for all budget years.
BPAC	
1801040000,0201030000,3004000000	Report will contain information for the three BPAC values only. Note that the values may be entered in any order.
Leave field blank	Report will contain information for all BPAC values.
Organization	
9000000000,1110000000,4041000000,3012000000	Report will contain information for the four organization values only. Note that the values may be entered in any order.
Leave field blank	Report will contain information for all organization values.
Object Class	
25215,121A0,26080	Report will contain information for the three object class values. Note that the values may be entered in any order.
Leave field blank	Report will contain information for all object class values.

Authorization Status (on the Purchase Requisition Summary screen only)	
Approved,Cancelled	Report will contain information for both statuses.
Leave field blank	Report will contain information for all authorization statuses.
PO Number (on the Purchase Order Status screen only)	
0110909860300,0110762240300	Report will contain information for both of the PO number values.
Leave field blank	Report will contain information for all PO numbers.
Closed Code (on the Purchase Order Status screen only)	
Closed,Open	Report will contain information for Closed and Open PO statuses only.
Leave field blank	Report will contain information for all closed codes.

Wildcard Option (%)

The wildcard option allows the user to produce a report on values that start with the characters that precede or follow the %. To use the wildcard option, enter any number of characters of a value preceded or followed by the %.

The % may be used in combination with the multiple option or the range option. For more information of combining options see the Combining Advanced Options section.

If the % is the only value entered in the field, the report will contain all values for that field that match the other requested report criteria.

Fund	
27001%	Report will contain information for all fund values that have 27001 as the

	first five characters.
% or Leave the Field Blank	Using the % sign alone or leaving the field blank will create a report containing information for all fund values.
Budget Year	
19%	Report will contain information for all budget years available that begin with 19.
% or Leave Field Blank	Using the % sign alone or leaving the field blank will create a report containing information for all budget years.
BPAC	
0101%	Report will contain information for all BPAC values containing 0101 as the first four characters.
% or Leave Field Blank	Using the % sign alone or leaving the field blank will create a report containing information for all BPAC values.
Organization	
4%	Report will contain information for all organization values that begin with a 4.
% of Leave Field Blank	Using the % sign alone or leaving the field blank will create a report containing

	information for all organization values.
Object Class	
25%	Report will contain information for all object class values that begin with a 25.
% or Leave Field Blank	Using the % sign alone or leaving the field blank will create a report containing information for all object class values.
Authorization Status (on the Purchase Requisition Summary screen only)	
A%	Report will contain information for all data that has an authorization status of Approved.
I%	Report will contain information for all data that has an authorization status of In Process or Incomplete.
INC%	Report will contain information for all data that has an authorization status of Incomplete only.
% or Leave Field Blank	Using the % sign alone or leaving the field blank will create a report containing information for all Authorization Statuses.
Closed Code (on the Purchase Order Status screen only)	
C%	Report will contain information for all

	data that has a Closed Code of Cancelled, Closed, Closed For Invoice, or Closed for Receiving.
CA%	Report will contain information for all data that has a closed code of Cancelled only.
% or Leave Field Blank	Using the % sign alone or leaving the field blank will create a report containing information for all Closed Codes.

Wildcard Placeholder Option (.)

The wildcard placeholder option will allow the user to enter a period before or after a value to report on. To use the wildcard placeholder option, enter as many periods as necessary to replace values and the value that is known.

The wildcard placeholder (.) option may be used in combination with the wildcard (%) option.

Fund	
…01%	Report will contain information for all fund values that have '01' as the fourth and fifth characters.
Budget Year	
…8	Report will contain information for all budget years available that end with an 8.
BPAC	
..01%	Report will contain information for all BPAC values containing 01 in the

	third and fourth position.
Organization	
%4.	Report will contain information for all organization values that have a 4 in the second to the last position.
Object Class	
.5%	Report will contain information for all object class values that begin with anything and have a 5 in the second position.
Authorization Status (on the Purchase Requisition Summary screen only)	
.P%	Report will contain information for all data that has an authorization status of Approved.
Closed Code (on the Purchase Order Status screen only)	
.L%	Report will contain information for all data that has a Closed Code of Closed, Closed For Invoice, or Closed for Receiving.
.A%	Report will contain information for all data that has a closed code of Cancelled only.

Range Option (:)

The range option will allow the user to enter a range of values to report on. To use the range option, enter a starting value, a colon and then an ending value. Spaces may not be used in the statement.

The range option may be used in combination with the multiple and the wildcard options. For more information on combining options see the Combining Advanced Options section.
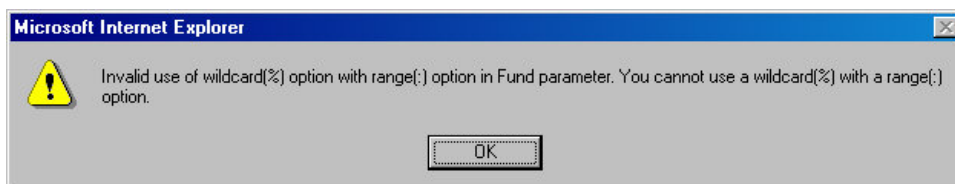
Fund	
2700100000:2700700000	Report will contain information for all fund values beginning with 2700100000 and ending with 2700700000.
Budget Year	
1998:1999	Report will contain information for both 1998 and 1999 budget years.
BPAC	
0201030000:1801040000	Report will contain information for all BPAC values beginning with 0201030000 and between 1801040000.
Organization	
3012000000:4041000000	Report will contain information for all organization values that begin with 3012000000 and between 4041000000.
Object Class	
25215:26080	Report will contain information for all object class values that begin with a 25215 and between 26080.
Authorization Status (on the Purchase Requisition Summary screen only)	
REJECTED:RETURNED	Report will contain information for all

	data that has an authorization status of Rejected, Requires Reapproval and Returned.
PO Number (on the Purchase Order Status screen only)	
0141032090300:0141032090400	Report will contain information for all data that begins with 0141032090300 and between 0141032090400.

Combining Advanced Options

Any of the advanced options may be used in combination with another advanced option.

The exception to this rule is the usage of a wildcard (%) with a range (:) option in the same query statement. A statement such as 27001%:27007% is incorrect and will cause the following error report:

To run the above query use the following range statement:

2700100000:27007ZZZZZ

A correct range statement may also include both the wildcard (%) and range (:) if separated by a comma (,) such as 2790%,2700100000:2700700000.

Fund	
2700100000:27007ZZZZZ	Report will contain information for all fund values between and including the values of the query.
2790**%,**2700100000**:**2700700000	Report will contain information for the single fund value

	that begins with 2790 and the range of values between 2700100000 and 2700700000 only.
BPAC	
1801040000**:**3103020000**,**401**%**	Report will contain information for the range of BPAC values between 1801040000 and 3103020000 and the single BPAC values that begin with 401 only.
Organization	
3012000000**:**4041000000**,**901**%**	Report will contain information for the range of all organization values between values beginning with 3012000000 through 4041000000 and organization values beginning with 901 only.
Object Class	
260**%,**25500	Report will contain information for all object class values beginning with 260 and those values beginning with 12 and between values beginning with 25.
Authorization Status (on the Purchase Requisition Summary screen only)	
A**%,**C**%**	Report will contain information for all Authorization Statuses beginning with A and between A and C. This would be all

	Authorization Statuses of Approved and Cancelled
PO Number (on the Purchase Order Status screen only)	
%300	Report will contain information for all PO number values that end in 300.
Closed Code (on the Purchase Order Status screen only)	
AP**%**,CA**%**	Report will contain information for Approved and Cancelled Closed Code statuses

Drilldown Capabilities

Initial Query will reveal a high level overview of activity for the specified parameters.

Select on the highlighted and underlined amounts to drilldown to a lower level of activity. This will provide detail for the information provided.

U.S. Department of Transportation
Financial Reporting

FEDERAL RAILROAD ADMIN
Obligations By Period
As of:06-MAY-02 03:03 PM

Fund 2720700000	Budget Year 2002	BPAC 0000000000	Organization 0000000000	Object Class 00000		

Period Name	Budget	Commitments	Obligations	Expended	Total Obligations	Funds Available
OCT-01_FY-02	$8,739,000.00	$0.00	$0.00	$878.50	$878.50	$8,738,121.50
NOV-01_FY-02	$10,443,000.00	$0.00	$0.00	$12.17	$12.17	$10,442,987.83
DEC-01_FY-02	$2,255,000.00	$0.00	$0.00	$118.26	$118.26	$2,254,881.74
JAN-02_FY-02	$13,558,000.00	$0.00	$0.00	$427.77	$427.77	$13,557,572.23
FEB-02_FY-02	$21,169,551.00	$0.00	$0.00	$85.06	$85.06	$21,169,465.94
MAR-02_FY-02	-$56,774,693.00	$0.00	$0.00	$1,339.04	$1,339.04	-$56,776,032.04
APR-02_FY-02	-$108,600.00	$0.00	$0.00	$1,924.81	$1,924.81	-$110,524.81
MAY-02_FY-02	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total:	-$718,742.00	$0.00	$0.00	$4,785.61	$4,785.61	-$723,527.61

Once the drilldown is executed, information is provided at a more detailed transaction level.

U.S. Department of Transportation
Financial Reporting

FEDERAL RAILROAD ADMIN
Period Sources for Expenditures
As of: 06-MAY-02 03:04 PM

Accounting Period: APR-02_FY-02

Fund 2720700000	Budget Year 2002	BPAC 0000000000	Organization 0000000000	Object Class 00000

Source	Category	Debits	Credits	Net Amount
Payables	Payments	$0.00	$1,924.81	-$1,924.81
Payables	Treasury Confirmation	$1,085.12	$1,085.12	$0.00
Total:		$1,085.12	$3,009.93	-$1,924.81

Further drilldown will provide data sources by transactions.

Using Adobe Acrobat with Internet Explorer

Scope

This document describes the choosing output type Adobe Acrobat with Internet Explorer for web reporting.

Distribution

Web Reports User

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

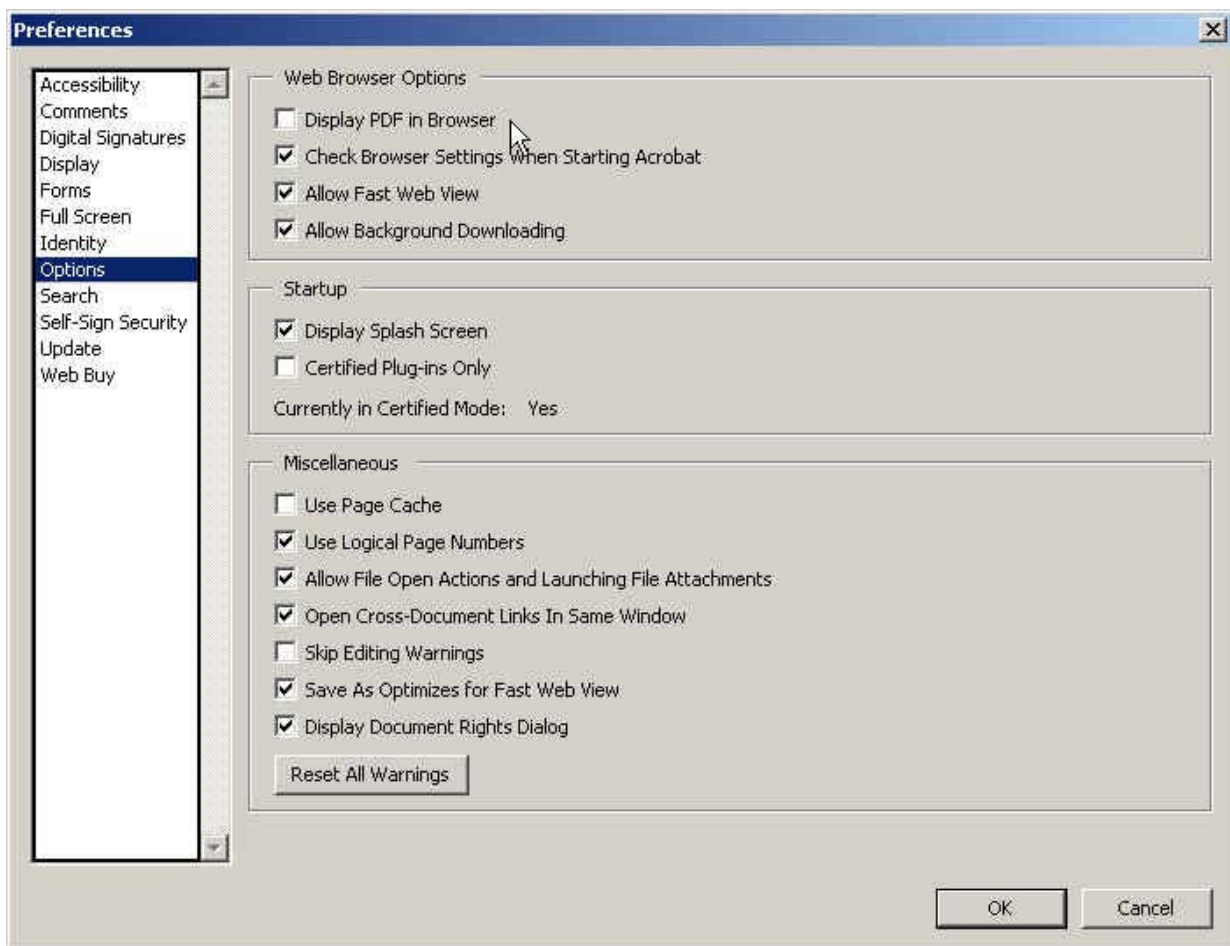## Choosing Output Type Adobe Acrobat with Internet Explorer

To be able to send your report output to Adobe Acrobat (5.0 or higher) it will be necessary to make some changes to your Acrobat setup.

Complete the following steps to properly view your web report output in Adobe Acrobat.

1. Start Adobe Acrobat.
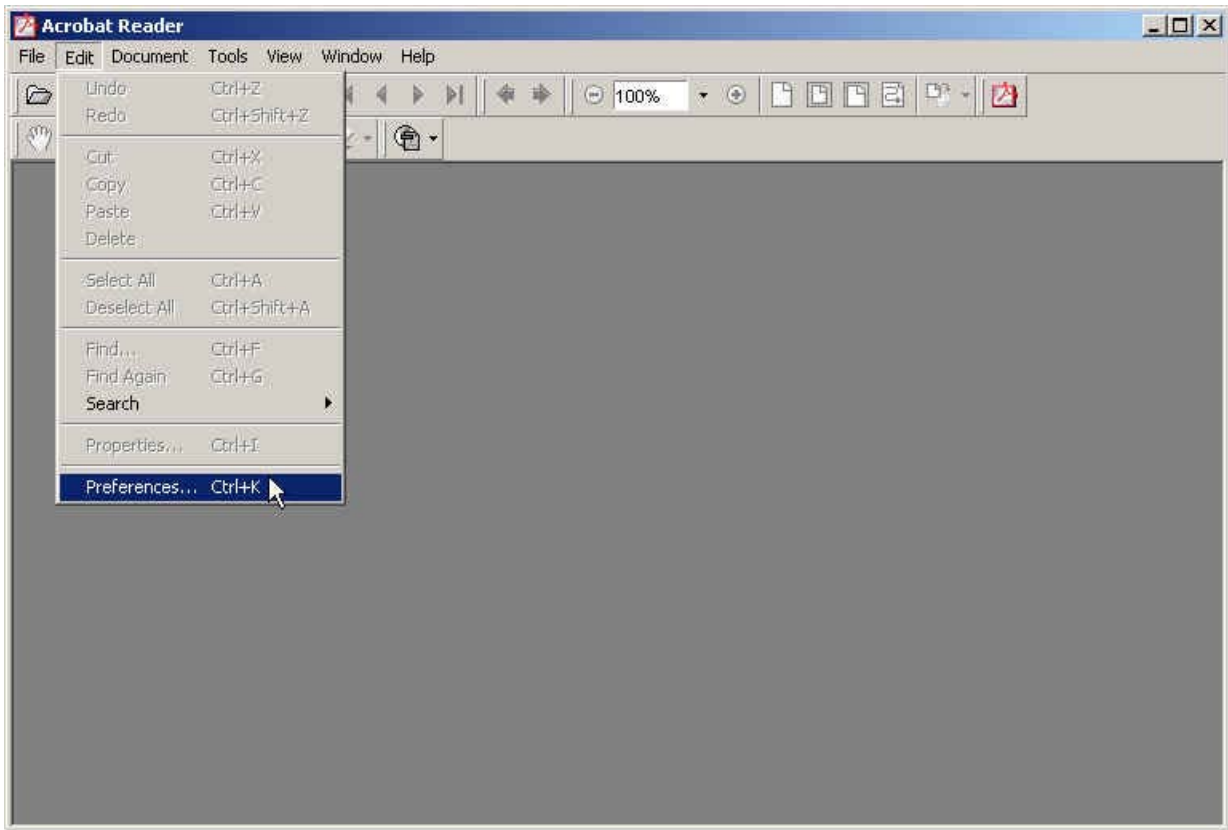
2. Select (M) Edit and (M) Preferences.

3. On the Preferences screen, select Options on the left list of values.

4. Locate the 'Display PDF in Browser' checkbox. If the box is checked, click on it to uncheck it.

5. Select (B) OK to save the settings and close Adobe Acrobat.

6. On the Financial Reporting Web Reports screen, select the report you wish to run.

7. When the report parameters screen appears, fill in all necessary fields and select Adobe Acrobat at the Output Type field. Select (B) Submit Query.
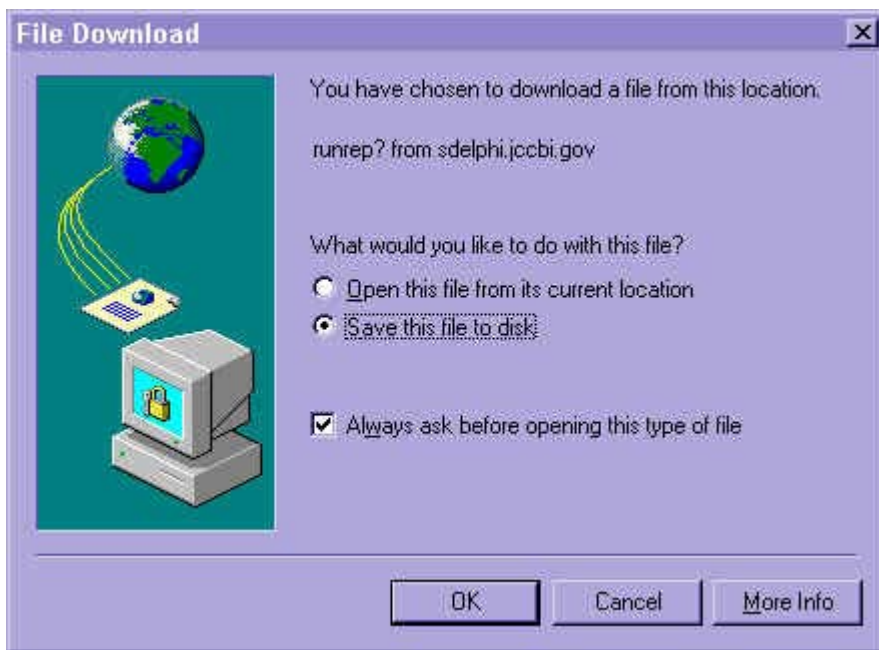
8. A File Download screen will appear. Select the Save this file to disk option. Select (B) OK.

9. A Save File screen will appear. Save your report for access later.

10. Open your saved report using Windows Explorer. When your report opens, it will be in Adobe Acrobat format.

Web Reports Helpful Hints

Scope

This document provides helpful hints pertaining to Web Reports.

Distribution

Web Reports User

Ownership

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Want Quick Report Response?

Avoid submitting a report request without first entering your report parameters. If you don't enter any parameters, in effect you are forcing the report to read all the records in the database tables that the report accesses. Some of the reports access several large tables and therefore have to read large amounts of data.

Do You Use Advanced Parameters?

Become familiar with the advanced parameter options for web reports. These advanced parameters can make retrieving the data you are looking for easier and save you some time. You may even be able to run one report rather than several.

Refer to *Advanced Reporting Options for Web Reports [REF7110Z]*

Stopping a Web Report?

Just using the stop button or closing your browser does not stop your web report from running. It just stops it from returning to you. If you need to stop a web report before the data is returned to you, please call the Reports Team in Oklahoma City at (405) 954-6121. We can complete the stop thus freeing resources to process other reports.

Have a Favorite Report?

If you run a certain web report often, save the URL to your bookmarks or favorites list. After you enter your userid, password and responsibility, you can choose the URL from your favorites list and go directly to the report.

Need Browser Information?

Internet Explorer

Verify that you are using version 5.5 or higher. Occasionally delete your Temporary Internet files. In order to do this, select Internet Options on the Internet Explorer Tools menu. Under Temporary Files select Delete Files. To increase disk space for the temporary internet folder, select Settings under Temporary Internet Files. You can then increase the size by moving the slider.

Netscape

Occasionally clear your disk and memory cache. On the Netscape Edit menu, choose Preferences, open the Advanced Category and select Cache. Select Clear Memory Cache and Clear Disk Cache. You may want to increase your memory and disk cache if you are still encountering problems. Also, on the same Cache screen set "Document in cache is compared to document on network" to "Everytime".

Want to Print Your Report?

If you need a print out of a web report, select "Adobe Acrobat" from the Output Type drop down list on the parameter screen. Adobe Acrobat version of the output will have a 'cleaner' look when printed than the html version. Make sure that you have Adobe Acrobat reader, version 4.0 or higher, loaded on your computer.

Refer to *Using Adobe Acrobat with Internet Explorer [REF7114Z]*

Fund Status Summary Report

Distribution

Web Reports User[*]

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Report Description/Purpose

Fund Status Summary Report allows agencies to review Year-to-Date fund status. The report is similar to the Current Fund Status Report except that it does not include the adjusting periods. This allows for review of the fund status for each year separately.

Frequency

On Demand

User Audience

Fund Administrators, Program Managers, Budget Managers, and Accountants

Required Input Parameters

Fund, Budget Year, BPAC, Organization, Object Class, Accounting Period, and Output Type

Optional Input Parameters

Fund, Budget Year, BPAC, Organization, Object Class, Accounting Period, and Output Type

Source of Data on Report and/or How Amounts are Calculated

General Ledger Module

Reporting Timeframe

Monthly with Year-to-Date information provided

Summary Totals

This report provides subtotals at each segment level, such as Fund, BPAC, Organization, and Object class.

Page Breaks

None

Report Layout

U.S. Department of Transportation
Financial Reporting

BUREAU OF TRANS STATISTICS

Fund Status

As Of: MAR-22-2002 09:58:29 AM

Summary by Organization

Fund	BPAC	Organization	Budget	Commitments	Obligations	Expended	Total Obligations	Funds Available
0000000000	0000000000	0000000000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2469F38850	0000000000	0000000000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2469F3885B	0000000000	0000000000	$0.00	$0.00	$0.00	$59,278.98	$59,278.98	-$59,278.98
2469X62762	0000000000	0000000000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2469X62768	0000000000	0000000000	$0.00	$0.00	$0.00	-$3,806.42	-$3,806.42	$3,806.42
24A0305660	2010000000	0901000000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
24X0305000	0000000000	0000000000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
24X0305000	2010000000	0900000000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
24X0305000	2010000000	0901000000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
24X0305000	2010000000	0910000000	$0.00	$0.00	$0.00	$703.20	$703.20	-$703.20
24X8083000	0000000000	0000000000	$31,383,253.51	$0.00	-$656,821.88	$1,029,113.97	$372,292.09	$31,010,961.42
24X8083000	0000000000	0930000000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
24X8083000	0000000000	0942000000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Fund Status By Fund and Object Class Report

Distribution

Web Reports User[*]

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Report Description/Purpose

The Fund Status By Fund and Object Class Report allows the agencies to view their funds available against the associated commitments, UDOs, obligations, and expenditures at a Fund and Object Class Major and Object Minor level. This information is provided as Year-To-Date look at all funds available. This report includes all PYR accounts and all information stored in the BC_Packets_Table.

Frequency

Run on Demand

User Audience

Operation Administration's Accounting Office

Required Input Parameters

Accounting Period

Optional Input Parameters

Fund, Budget Year, BPAC, Organization, Object Class, and Output Type (Adobe or HTML)

Column Headings

Period Name, Allotment Amount, Commitment Amount, UDO Amount, Expenditure Unpaid Amount, Expenditure Paid Amount, Total Obligations, Balance Available

Source of Data on Report and/or How Amounts are Calculated

This data is derived from the General Ledger balances and includes all information from the BC_Packets_Table, which are transactions that have been verified by the import to GL process but not posted into the General ledger. This information can be verified against the Oracle Federal Financials General Ledger and Federal Administrator General Ledger Modules by using the Summary 2 Trial Balance and the Funds Available Inquiry Form.

Reporting Timeframe

This information is always Year-To-Date information.

Summary Totals

Total by Major Object Class, Total by Budget Year, Total by Fund

Page Breaks

None

Report Layout

U.S. Department of Transportation
DELPHI *Financial Reporting*

Fund Status by Fund, Budget Year, and Object Class
Transportation Security Administration
As of:25-JUL-02 01:20:21:PM
Fund : 06X2801000---Period Name :JUN-02_FY-02---Budget Year :2002---BPAC: 2LGB010000---
Organization :202LGB0000---Obje

Page1 of 1
GL00064

Period Name	Allotment Amount	Commitment Amount	UDO Amt	Expentiure Unpaid Amount	Expentiure Paid Amount	Total Obligations	Balance Available
		Fund:06X2801000--------Budget Year:2002-----------Object Class:11530					
JUN-02_FY-02	$0.00	$0.00	$0.00	$0.00	$236.00	$236.00	-$236.00
Total:	$0.00	$0.00	$0.00	$0.00	$236.00	$236.00	-$236.00
Total by Major Object Class: 11	$0.00	$0.00	$0.00	$0.00	$236.00	$236.00	-$236.00
Total by BYear:	$0.00	$0.00	$0.00	$0.00	$236.00	$236.00	-$236.00
Total by Fund:	$0.00	$0.00	$0.00	$0.00	$236.00	$236.00	-$236.00

***** End of Report *****

Payments With No Transaction Code

Distribution

Web Reports User[*]

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Report Description/Purpose

The Payments with No Transaction Code Report allows agencies the ability to locate and correct payment batches that are missing transaction codes.

Frequency

Run on Demand

User Audience

Operating Administration's Accounting Office

Required Input Parameters

GL From Date

Optional Input Parameters

GL To Date

Column Headings

Vendor Name, Payment Batch Name, Payment Method, Payment Date, Payment Amount, Check Number, Check Amount, Accounting Flexfield, Created By, Updated By

Source of Data on Report and/or How Amounts are Calculated

Source of data comes from the Accounts Payable module in the Payment Batches area.

Reporting Timeframe

Report can be executed against all periods in General Ledger open or closed.

Summary Totals

There are no summary totals however; this report does give a Total Row Calculation.

Page Breaks

None

Report Layout

U.S. Department of Transportation
DELPHI Financial Reporting

FEDERAL RAILROAD ADMIN   Page 1   of 10
Payment Batches with NO Transaction Code   AP00009
As of :10-APR-02 01:58:23:PM

GL FROM DATE :   GL TO DATE :

Vendor Name	Payment Batch Name	Payment Method	Payment Date	Payment Amount	Check Number	Check Amount	Accounting Flex Field	Created By	Updated By
ADAMS, JAMES O.	E2700133EB	EFT	15-MAY-00	267.12	301644	267.12	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
BEASLEY, GARY L.	E2700133EB	EFT	15-MAY-00	192.7	301645	192.7	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
BUNDY, THEODORE D	E2700133EB	EFT	15-MAY-00	20.78	301646	20.78	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
CACHERA, BRADLEY	E2700133EB	EFT	15-MAY-00	751.25	301647	751.25	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
CALHOUN, MIKE	E2700133EB	EFT	15-MAY-00	1752.65	301648	1752.65	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
CHINN, BRUCE E.	E2700133EB	EFT	15-MAY-00	518.8	301649	518.8	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
DANIELS, MARK S.	E2700133EB	EFT	15-MAY-00	911.5	301650	911.5	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
DENNIN II, LEWIS F.	E2700133EB	EFT	15-MAY-00	489.83	301651	489.83	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
FORNEY, RALPH H.	E2700133EB	EFT	15-MAY-00	3026.95	301652	3026.95	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
GONZALEZ,III. FRANCISCO	E2700133EB	EFT	15-MAY-00	1183.4	301653	1183.4	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
GONZALEZ,III. FRANCISCO	E2700133EB	EFT	15-MAY-00	489.6	301654	489.6	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
GONZALEZ,III. FRANCISCO	E2700133EB	EFT	15-MAY-00	1113.25	301655	1113.25	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
GONZALEZ,III. FRANCISCO	E2700133EB	EFT	15-MAY-00	820.14	301656	820.14	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
GROFF, GARY P.	E2700133EB	EFT	15-MAY-00	81.18	301657	81.18	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
GROSS, CYNTHIA S.	E2700133EB	EFT	15-MAY-00	710.87	301658	710.87	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE
HALL, BARBARA H.	E2700133EB	EFT	15-MAY-00	1244.3	301659	1244.3	0000000000.0000.0000000000.0000000000.00000.21106200	WWOLFE	WWOLFE

Invoices On Hold Report

Distribution

Web Reports User[*]

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Report Description/Purpose

The Invoices on Hold Report allows agencies to identify only invoices that are on Hold in the Oracle Federal Financials Accounts Payable Module.

Frequency

Run in Demand

User Audience

Operation Administration's Accounting Office

Required Input Parameters

None

Optional Input Parameters

Hold_Name, Supplier Name, Order By, On Hold by Period Option, Hold Descriptions, From Entered Date, To Entered Date, Include Due or Discount Date, From Due or Discount Date, To Due or Discount Date, Output Type

Column Headings

Batch Name, Supplier Name, Invoice Number, PO Number, Invoice Date, Original Amount, Amount Remaining, Description

Source of Data on Report and/or How Amounts are Calculated

Source of data is available from the Accounts Payable Module in the Invoice Table.

Reporting Timeframe

This report can be executed against any open or closed GL accounting period.

Summary Totals

This report provides totals by hold status name.

Page Breaks

This report is broken by hold name.

Report Layout

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Invoices On Hold Report
Effective 06/10/02
Page 2 of 2
REF5018Z.DOC
Rev 11i

Revenue Lines Not Pushed to General Ledger Report

Distribution

Web Reports User[*]

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Report Description/Purpose

The Revenue Lines not Pushed to General Ledger Report allows agencies to analyze the reason why revenue has not been pushed to the general ledger module from the projects accounting module. This report can be used as a reconciliation tool to reconcile projects accounting with accounts receivable and the general ledger modules.

Frequency

Run on Demand

User Audience

Operation Administration's Accounting Office

Required Input Parameters

None

Optional Input Parameters

Revenue Status

Column Headings

Revenue Status, Project Number, Customer, Revenue Amount, GL Date, Exception Reason, Created By and Updated By

Source of Data on Report and/or How Amounts are Calculated

The source of data comes from the Projects Accounting Module located in the Projects Draft Revenue, Projects Distributions, Projects Customer Revenue and Projects Customer Revenue Distributions Line Tables.

Reporting Timeframe

This report can be executed at anytime during a period.

Summary Totals

None

Page Breaks

None

Report Layout

<table>
<tr><td></td><td>RESEARCH AND SPEC PROG ADMIN</td><td></td><td>Page 1 of 1</td></tr>
<tr><td></td><td>Revenue Lines Not Pushed to General Ledger</td><td></td><td>PA00022</td></tr>
<tr><td></td><td>As of :22-APR-02 11:57:37:AM</td><td></td><td></td></tr>
</table>

Revenue Status	Project Number	Customer	Revenue Amount	GL Date	Exception Reason	Created By	Updated By

***** No Data Found *****

SF133 Fund Values Not Defined As Category Children Report

Distribution

Web Reports User[*]

Ownership

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Report Description/Purpose

The SF133 Fund Value Not Defined as Category Children Report allows agencies to view funds defined the GL Federal Administrator Module but were not added as a child to the respective Fund Category Parent in the GL Public Sector Module.

Frequency

This report can be run on demand.

User Audience

Operating Administration's Accounting Office

Required Input Parameters

Set of Books

Optional Input Parameters

None

Column Headings

Treasury Symbol, Fund, Category

Source of Data on Report and/or How Amounts are Calculated

Source of Data comes from the General Ledger Federal Administrator Module from the Define Appropriation Parameters Table. Another source of data comes from General Ledger Public Sector Module from the Fund Values Segment 1 Table.

Reporting Timeframe

None

Summary Totals

There are no summary totals for this report only a total row count.

Page Breaks

None

Report Layout

FEDERAL RAILROAD ADMIN   Page 1   of 2
SF133 Fund Values not Defined as Category Children Report   SF00018
As of :12-APR-02 08:34:48:AM

Treasury Symbol	Fund	Category
69-02-0700	2720700000	A - Direct
69-02-0700	2720700800	A - Reimbursable
690000	27ASSET000	B - Direct
690000	27BENEFITS	B - Direct
690000	27OTHERWOT	B - Direct
690000	27UNFUNDED	B - Direct
691040	2769104000	B - Direct
691099	2769109900	B - Direct
691435	2769143500	B - Direct
691499	2769149900	B - Direct
692444	2769244400	B - Direct
693220	2769322000	B - Direct
69F3875.07	2769F38750	B - Direct
69F3875.07	2769F38755	B - Direct
69F3875.07	2769F38756	B - Direct
69F3875.07	2769F38875R	B - Direct
69F3875.07C	2769F3875C	B - Direct
69F3880.07	2769F38800	B - Direct
69F3880.07	2769F38807	B - Direct
69F3880.07	2769F38880T	B - Direct
69F3885.07	2769F38850	B - Direct
69F3885.07	2769F38885H	B - Direct
69F3885.07	27SF224CLR	B - Direct
69F3885.07C	2769F38885C	B - Direct
69X6050.07	2769X6050A	B - Direct
69X6275.07	2769X6275L	B - Direct
69X6276.07	2769X62761	B - Direct

Interfaces Not Imported Report

Distribution

Web Reports User[*]

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Report Description/Purpose

The Interfaces Not Imported Report allows agencies to view any interfaces not imported to the General ledger. Interfaces Not Imported Report provides you with features you need to satisfy the basic business needs of previewing the interfaces not imported to the General Ledger and the ability to correct the identified interfaces.

Frequency

Run on Demand

User Audience

Operating Administration's Accounting Office

Required Input Parameters

None

Optional Input Parameters

Output Type

Column Headings

Status, Source, Category, Accounting Period, SOB ID, Group ID, Entered DR, Entered CR, Account CCID

Source of Data on Report and/or How Amounts are Calculated

Source of data comes from the General Ledger Interface Table

Reporting Timeframe

This report can be executed against any GL Accounting Period, open, or closed.

Summary Totals

None

Page Breaks

None

Report Layout

U.S. Department of Transportation
DELPHI Financial Reporting

Interfaces Not Imported Report
FEDERAL RAILROAD ADMIN   GL00018
As of :08-APR-02 04:21:33:PM

Status	Source	Category		AFF	Group ID	Entered DR	Entered CR
Count:			0				

***** No Data Found *****

SF133 Funds Not Defined in Fed Admin Report

Distribution

Web Reports User[*]

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Report Description/Purpose

The SF133 Funds Not Defined in Fed Admin Report allows agencies to view any Funds that are not in the General Ledger Federal Administrator setup. This report can be utilized to verify setup is correct in the Federal Administrator as compared to the General Ledger Public Sector.

Frequency

Run on Demand

User Audience

Operating Administration's Accounting Office

Required Input Parameters

None

Optional Input Parameters

Output Type

Column Headings

Fund, Description

Source of Data on Report and/or How Amounts are Calculated

Source of data comes from the General Ledger Public Sector Segment 1 (Fund) Values Table and the General Ledger Federal Administrator Appropriation Parameter Table.

Reporting Timeframe

None

Summary Totals

This report does not provide summary totals however; it does provide a total of Funds Not Defined.

Page Breaks

None

Report Layout

Unposted Error Journals Report

Distribution

Web Reports User[*]

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Report Description/Purpose

The Unposted/Error Report allows agencies to identify unposted/error journals by source item or line item. This report allows the agencies the ability to correct error journals utilizing one report.

Frequency

Run on Demand

User Audience

Operating Administration's Accounting Office

Required Input Parameters

Type, Posting Status, Currency

Optional Input Parameters

Period, Start Date, End Date, Source, Batch Name, Output Type

Column Headings

Line, Source, Accounting Flexfield, Transaction Date, Description, Created By, Update By, Source Time, Debits, Credits

Source of Data on Report and/or How Amounts are Calculated

Source of data comes from the General Ledger Journals Table.

Reporting Timeframe

This report can be executed against any GL Accounting Period, open or closed.

Summary Totals

Totals available by source (i.e., payroll, receivables), Header Total, Batch Total

Page Breaks

None

Report Layout

Incomplete Invoice Report

Distribution

Web Reports User[*]

Ownership

The Production Support Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Report Description/Purpose

The Incomplete Invoices Report allows the agencies to review all of the incomplete invoices, debit memos and credit memos from the Accounts Receivable Module.

Frequency

This report can be run on demand.

User Audience

Operating Administration's Accounting Office

Required Input Parameters

None

Optional Input Parameters

Invoice Number (Low), Invoice Number (High), Customer Name (Low), Customer Name (High), Customer Number (Low), Customer Number (High), Accounting Period

Column Headings

Invoice Type, Customer Name, Invoice Date, GL Date, Invoice Number, Customer Number, Created By, Updated By

Source of Data on Report and/or How Amounts are Calculated

Source of Data comes from the Accounts Receivable Module

Reporting Timeframe

This report can be ran by Accounting Period. Limitations on this time frame is by accounting period only.

Summary Totals

There are no summary totals for this report only a record count.

Page Breaks

None

Report Layout

U.S. Department of Transportation
DELPHI *Financial Reporting*

TRANSPORTATION ADMIN SERV CTR
Incomplete Invoice Report
As of :05-APR-02 05:55:26:PM

Page 1   of 1

AR00016

Invoice Type	Customer Name	Invoice Date	Gl Date	Invoice Number	Customer Number	Created By	Updated By
Invoice	DEPARTMENT OF COMMERCE 0301010101	29-JAN-02	29-JAN-02	11235	3151	ANONYMOUS	KWHITAKET

Count: 1